

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

UNCLASSIFIED APPOINTMENT

POSTING NUMBER: HR-0084

ISSUE DATE: May 19, 2014

CLOSING DATE: June 2, 2014

TITLE: Assistant Division Director – Policy and Communications

DIVISION/UNIT: Local Government Services

LOCATION: 101 South Broad Street, Trenton

POSITION(S): 1

SALARY RANGE: Commensurate with experience
M98: \$90,000.00 - \$105,000.00

DISTRIBUTION: Statewide

DESCRIPTION OF MAJOR DUTIES:

Under the direction of the Division Director, is responsible for overseeing the communications, research, and information technology activities of the Division of Local Government Services. The individual manages the Division's efforts to communicate with the regulated community, policy makers, and public. The position may include all or some of the following responsibilities:

- Prepare and deliver public presentations on Division activities
- Develop implementation guidance on new laws and procedures
- Provide guidance on legislative and policy issues
- Prepare and coordinate production of Local Finance Notices and other public notices
- Manage special research projects
- Manage and prepare responses to public inquiries about Division activities
- Oversee preparation of rulemaking initiatives (NJAC/Administrative Practice)
- Oversee the municipal State aid formulas, certifications, and payments, property tax rates, requests for aid and tax rate analysis, conducts related research
- Assist with Division data analysis activities
- Oversee Division technology efforts, web site, and electronic communications efforts
- Manage staff involved in these activities

QUALIFICATIONS:

Graduation from an accredited college with a Bachelor's degree required; Preference will be given to candidates who possess a Master of Business Administration (MBA), Master of Public Administration (MPA), or Juris Doctorate (JD). Licensure in municipal fields also preferred, but is not required.

Strong writing and communications skills are required. Five years of experience as an administrator, assistant administrator, or related senior municipal leadership position involving planning and administration of programs in a government agency is required, two (2) years of which shall have been in a supervisory capacity. Qualified candidates will have a strong background or job experience in some or all of the following: New Jersey local government administration; policy and legislative analysis; writing and presentation of information; information technology; human resource management. Qualified candidates should also be skilled in the use of Microsoft Office, email, and internet.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a letter of interest, to include a phone number and e-mail address, along with a resume and any licenses, certifications and/or transcripts by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0084
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer